

These instructions are for filing a Transportation Services Tax (TST) return on Georgia Tax Center (GTC) **for the following periods only**:

- January (due in February)
- February (due in March)
- April (due in May)
- May (due in June)
- July (due in August)
- August (due in September)
- October (due in November)
- November (due in December)

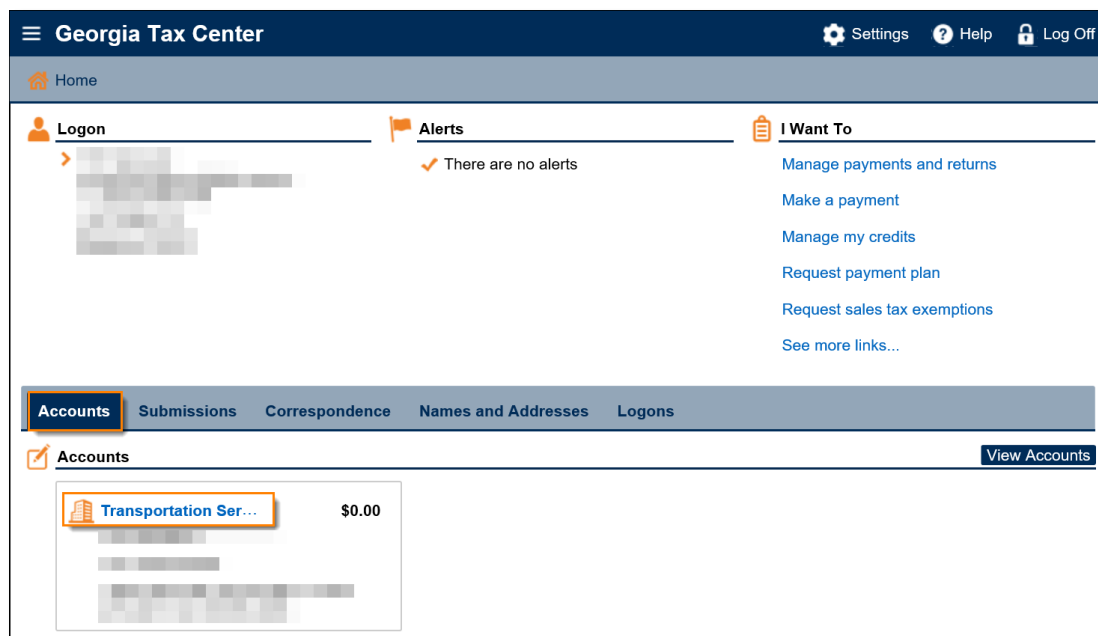
Returns for the periods listed above do not contain a quarterly report. Instructions for filing a TST return that contains a quarterly report will be provided soon.

Contents

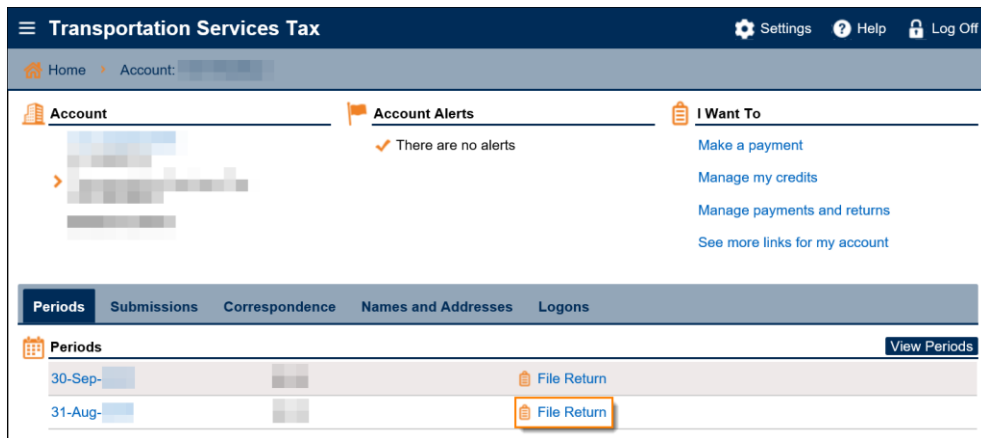
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How to File a TST Return:

1. Log into the GTC website (<https://gtc.dor.ga.gov>).
2. Under the **Accounts** tab, click the **Transportation Services Tax** hyperlink.

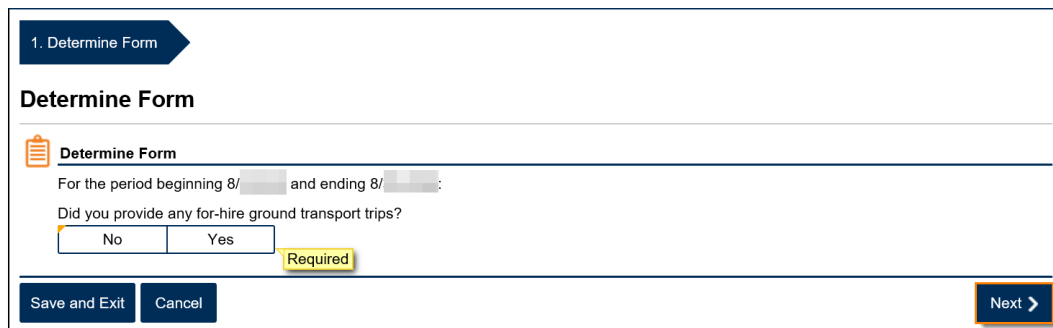


- Locate and click the **File Return** hyperlink for the applicable tax period.



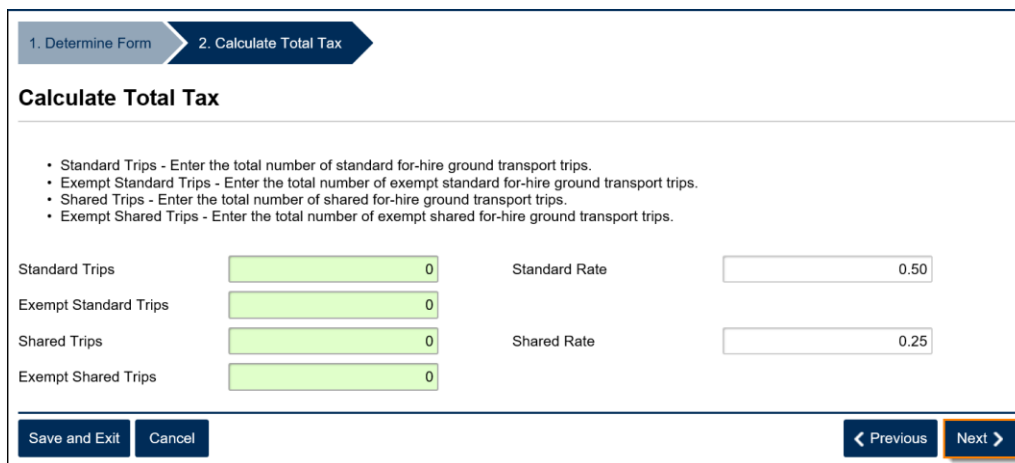
The screenshot shows the 'Transportation Services Tax' account page. The 'Periods' section lists two periods: '30-Sep-' and '31-Aug-'. For each period, there is a 'File Return' link. The 'File Return' link for the '31-Aug-' period is highlighted with an orange box.

- Answer the question “Did you provide any for-hire ground transport trips?” Click **Next**.
 - If you click *Yes*, go to [Step 5](#).
 - If you click *No*, go to [Step 6](#).



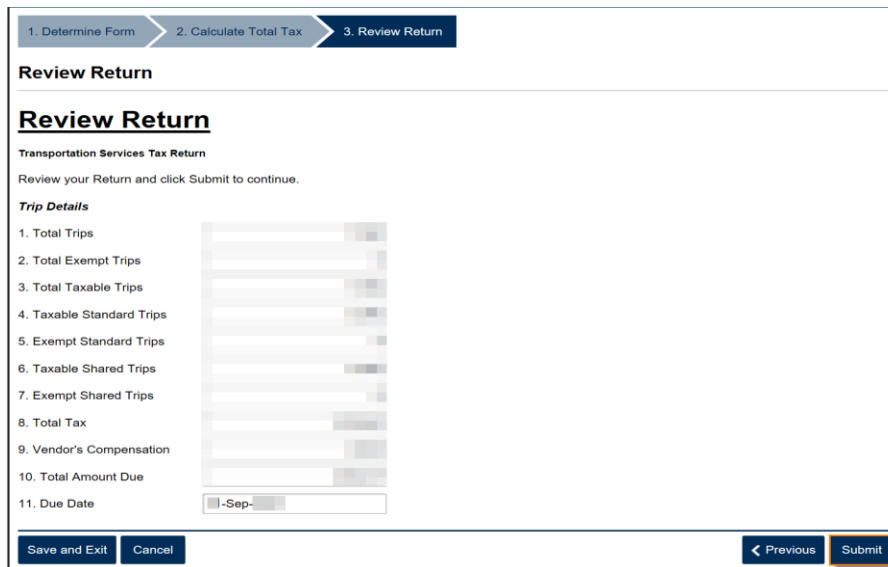
The screenshot shows the 'Determine Form' screen. The question is 'Did you provide any for-hire ground transport trips?'. There are two radio buttons: 'No' and 'Yes'. The 'Next' button is highlighted with an orange box.

- Complete the **Calculate Total Tax** screen. Click **Next**.

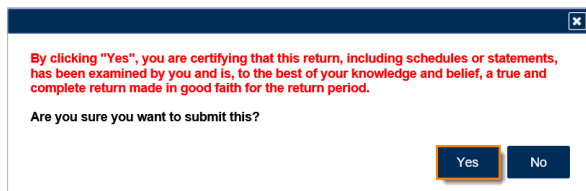


The screenshot shows the 'Calculate Total Tax' screen. It has a progress bar at the top with '1. Determine Form' and '2. Calculate Total Tax'. Below the progress bar, there are four input fields for the number of trips: 'Standard Trips', 'Exempt Standard Trips', 'Shared Trips', and 'Exempt Shared Trips'. To the right of these are two input fields for rates: 'Standard Rate' and 'Shared Rate'. The 'Next' button is highlighted with an orange box.

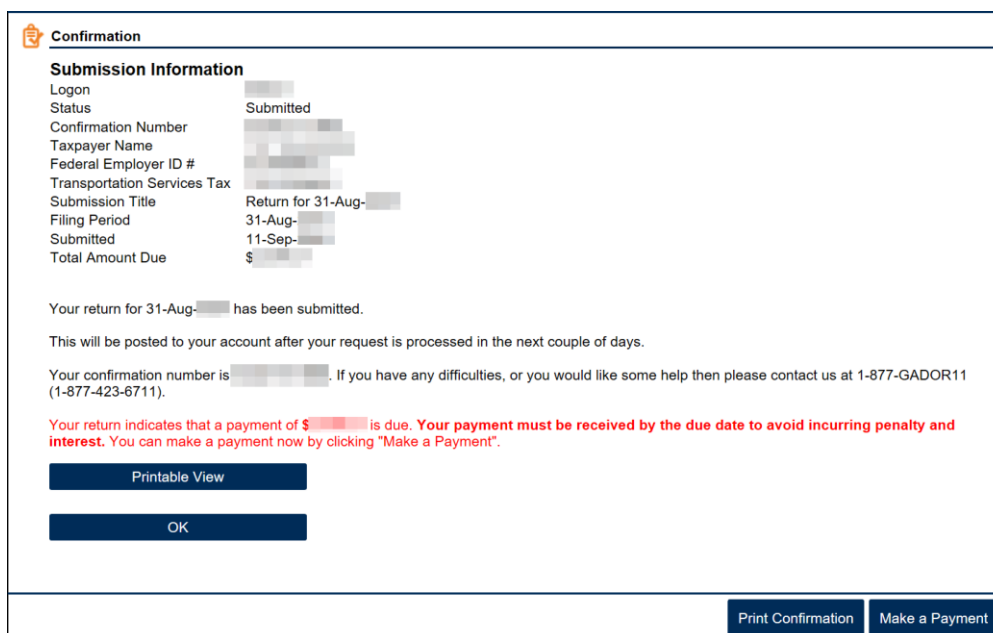
6. Review the return. Click **Submit**.



7. Click **Yes** to confirm you want to submit the request.

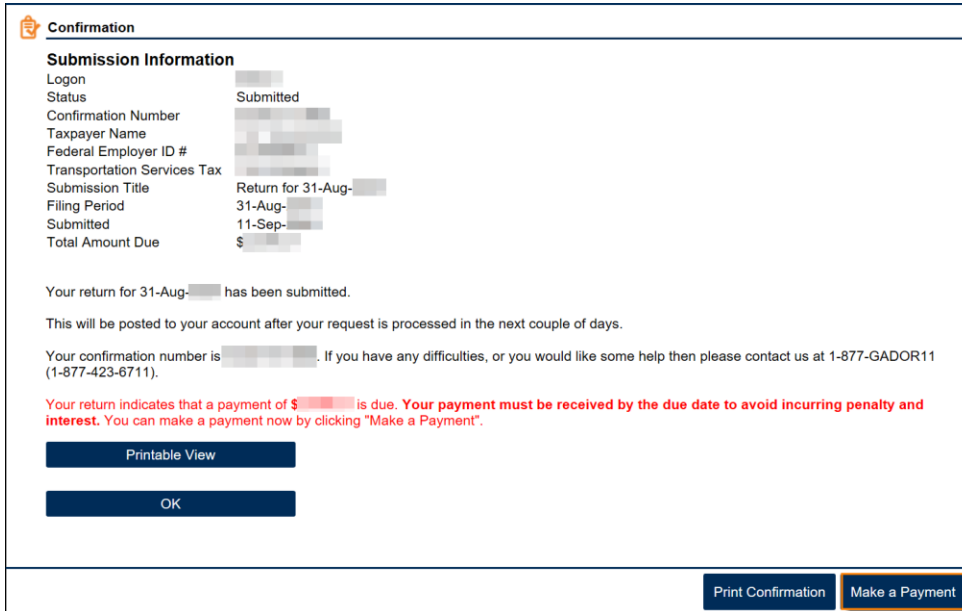


A confirmation page will appear with a confirmation number for the return. If a payment is due, follow the steps in the [How to Submit a Payment with a TST Return](#) section of this document.



How to Submit a Payment with a TST Return:

1. Click the **Make a Payment** button at the bottom of the confirmation page.



Confirmation

Submission Information

Ligon	
Status	Submitted
Confirmation Number	
Taxpayer Name	
Federal Employer ID #	
Transportation Services Tax	
Submission Title	Return for 31-Aug-
Filing Period	31-Aug-
Submitted	11-Sep-
Total Amount Due	\$

Your return for 31-Aug- has been submitted.

This will be posted to your account after your request is processed in the next couple of days.

Your confirmation number is . If you have any difficulties, or you would like some help then please contact us at 1-877-GADOR11 (1-877-423-6711).

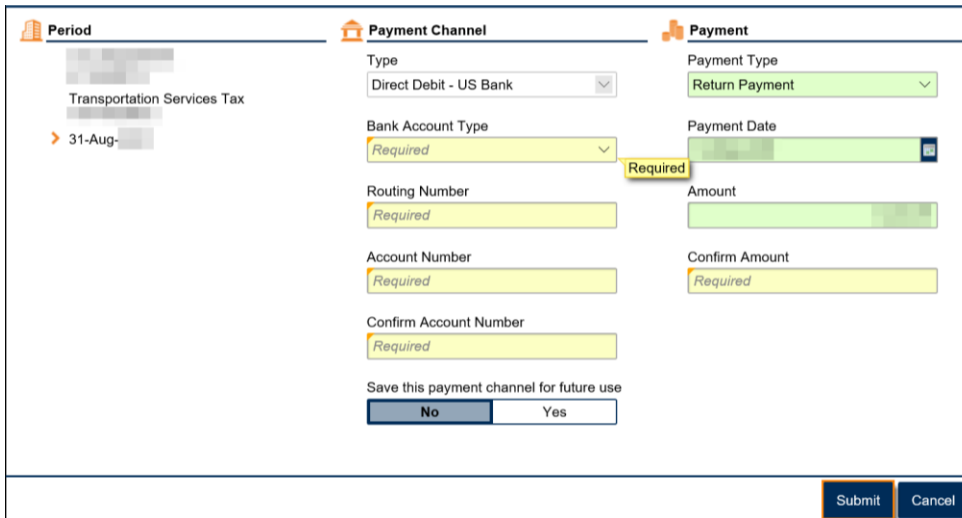
Your return indicates that a payment of \$ is due. **Your payment must be received by the due date to avoid incurring penalty and interest. You can make a payment now by clicking "Make a Payment".**

[Printable View](#)

[OK](#)

[Print Confirmation](#) [Make a Payment](#)

2. Fill out the banking information under the **Payment Channel** section. Confirm the dollar amount of the payment under the **Payment** section. Click the **Submit** button.



Period

Transportation Services Tax

31-Aug-

Payment Channel

Type
Direct Debit - US Bank

Bank Account Type
Required

Routing Number
Required

Account Number
Required

Confirm Account Number
Required

Save this payment channel for future use
☐ No ☐ Yes

Payment

Payment Type
Return Payment

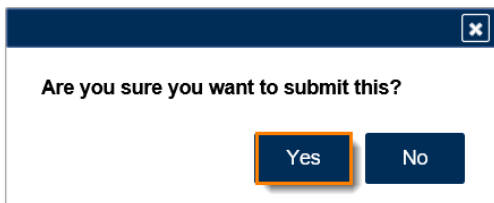
Payment Date

Amount

Confirm Amount
Required

[Submit](#) [Cancel](#)


3. Click **Yes** to submit the payment.



Are you sure you want to submit this?

[Yes](#) [No](#)

A confirmation page will appear with a confirmation number for the payment. Click the **OK** button.

 **Confirmation**

Submission Information

Ligon	
Status	Submitted
Confirmation Number	
Taxpayer Name	
Federal Employer ID #	
Transportation Services Tax	
Submission Title	Return Payment for \$
Filing Period	
Submitted	
Payment Amount	\$

Please review the payment request information below for your payment to the Department of Revenue.
You may want to print a copy for your records.

Your payment request confirmation number is

Paid For: Transportation Services Tax

Paid From:

Payment Amount:

Payment Date:

Submitted Date:

This is only the payment request. It is your responsibility to review your bank statement to confirm that this transaction was successful.

OOPS? If you want to make a change, it is not too late. While a payment is still pending, you can return to your account, cancel the payment, and make a new one.

If you have any questions, please contact us at 1-877-GADOR11 (1-877-423-6711).

Printable View

OK

Print Confirmation